

## ABSTRACT OF THE DISCLOSURE

In preparing a commercial transaction document by remote negotiation, the same window of a predetermined format is presented on both a salesperson terminal (6) used by a salesperson and a user terminal (5) used by a customer. As necessary information contents are input on the salesperson terminal (6), the input information contents are also reflected to the user terminal (5). The customer and salesperson can recognize the information contents in real time. Hence, the commercial transaction document is prepared while the customer and salesperson properly recognize items to which both parties have agreed as detailed information contents on the windows corresponding to the commercial transaction document.